United Nations ST/IC/2005/50

Secretariat

12 September 2005

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to the premises at United Nations Headquarters during the High-level Plenary Meeting, 14-16 September 2005**

1. The present circular describes arrangements that will be in effect at Headquarters for admission to the premises during the High-level Plenary Meeting. This year, it will become necessary for the authorities of the Host Government to close the section of First Avenue in front of the United Nations to vehicular traffic from Tuesday, 13 September, at 7 p.m. until the close of business on Friday, 16 September 2005. Staff members will be required to present their building passes at checkpoints established between the north-west corner of 42nd Street and the south-east corner of 48th Street and First Avenue (see annex). All are reminded that, in view of the need for heightened security measures, the wearing of building passes will be strictly enforced.

Closure of the garage

2. For security reasons, the garage will be closed for parking from 4 p.m. on Sunday, 11 September 2005, and will reopen for authorized vehicles at 4 a.m. on Monday, 12 September 2005. All vehicles must be removed not later than 8 p.m. on Sunday, 11 September, until the reopening of the garage. Remaining vehicles will be towed and stored at the owner's expense.

Alternative parking while the garage is closed

3. To accommodate staff who will not have access to the United Nations garage after 4 p.m. on Sunday, 11 September, parking has been allocated to properly identified vehicles along both sides of First Avenue, from 51st to 56th Streets, from 4 p.m. on Sunday, 11 September, to 8 a.m. on Monday, 12 September 2005. A special parking decal to be obtained from the Garage Administration will be honoured by the authorities of the Host Government and should be displayed on the dashboard of the vehicle.

* Expiration date of the present information circular: 30 September 2005.

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Vehicle security checks

4. All vehicles entering the garage and their passengers will be subject to a search and screening process (see annex). In planning for arrival at Headquarters, allow additional time for screening. Staff members are encouraged to use public transportation for the period of the High-level Plenary Meeting, from Sunday, 11 September, through Friday, 16 September 2005.

Closure of First Avenue

5. The authorities of the Host Government have informed the Secretariat that they will close the section of First Avenue in front of the United Nations to vehicular traffic **from 7 p.m. on 13 September to the close of business on Friday, 16 September 2005, for security reasons. For all three days 14-16 September, it is recommended that staff members reporting for duty plan to arrive at Headquarters before 8 a.m.** Delegates, United Nations staff members and resident correspondents, upon presentation of their building passes, may cross First Avenue at 42nd, 46th, and 49th Streets; United Nations affiliates at 46th and 49th Streets; and members of the media at 49th Street (see annex).

6. The street crossing points at 42nd and 46th Streets will be closed at various times throughout the day owing to the arrival and departure of motorcades. Therefore, during intermittent closings of First Avenue, the only entry point to the premises will be through the 49th Street crossing and the checkpoint at 48th Street.

7. Staff members and affiliates who have difficulty gaining access should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Help Desk, in the DC-1 Building lobby, with entry on First Avenue between 44th and 45th Street.

8. The Secretariat Circle will be closed to vehicular traffic, except for escorted motorcades. The garage entrance at 48th Street will be open 24 hours commencing at **4 a.m. on Monday, 12 September, until the close of business on Friday, 16 September. The garage exit at 42nd Street will be accessible at 4 a.m. on Monday, 12 September and will remain open 24 hours, until the close of business on Friday, 16 September**. Authorized vehicles will be allowed to proceed east along 46th Street to First Avenue and on 48th Street to the garage. Vehicles travelling south on Second Avenue should proceed to 45th Street in the right lane, make a right turn on 45th Street to Third Avenue, make another right turn onto 46th Street, then bear left into the left lane and proceed to the checkpoint on the north-west corner of 46th Street and Second Avenue.

Alternative access routes

9. An alternative route has been established for authorized vehicles and will be accessible from Monday, 12 September, at 4 a.m., until the close of business on Friday, 16 September. Southbound vehicular traffic will be able to approach Headquarters from FDR Drive. Upon exiting FDR Drive, motorists will turn right on 49th Street while staying in the extreme left lane, which will permit them to proceed south on First Avenue to the security checkpoint at the garage entrance. There may be periods when FDR Drive is closed in both directions. Authorized vehicles will be allowed to proceed east along 46th Street to First Avenue and 48th Street to the garage. Vehicles travelling south on Second Avenue should proceed to

45th Street in the right lane, make a right turn on 45th Street to Third Avenue, make another right turn onto 46th Street, then bear left into the left lane and proceed to the checkpoint on the north-west corner of 46th Street and Second Avenue. From that location, vehicles will be directed across Second Avenue to the 46th Street vehicular access route that leads to the 48th Street garage entrance.

Closure of the United Nations complex to the public

10. The General Assembly, Secretariat (including the Dag Hammarskjöld Library) and Conference Buildings will be closed to the public from 4 p.m. on Sunday, 11 September, through 6 p.m. on Wednesday, 28 September 2005. The last guided tour will be scheduled not later than 4 p.m. on Sunday, 11 September 2005. Guided tours will resume on Thursday, 29 September 2005.

Access to the United Nations complex

11. Access to the General Assembly, Secretariat (including the Dag Hammarskjöld Library) and Conference Buildings will not be granted to family members from Wednesday, 14 September, through Friday, 16 September 2005. Staff members should make all necessary arrangements in advance in that regard.

12. Staff members of the United Nations Secretariat; United Nations agencies, funds and programmes; delegations; and resident correspondents will be allowed access to the premises at United Nations Headquarters through the 42nd Street entrance, where they will be subject to screening in the South Lobby and first basement level of the Library building. In advance of the High-level Plenary Meeting, staff members bearing only a laissez-passer are required to visit the Pass and Identification Unit at the North Garden facility with certified requests for temporary Headquarters identification.

13. Staff members of the United Nations Secretariat; United Nations agencies, funds and programmes; resident correspondents; affiliates working in the Secretariat; and interns with valid United Nations building passes will be admitted at the 46th Street and First Avenue gate to the Visitors' Plaza, where they will be subject to screening inside the main screening facility (see annex). **They will use the stairway inside the General Assembly Building lobby to reach the concourse level and proceed along the first basement corridor to the Secretariat and Conference Buildings**. Delegates and their staff using the 46th Street entrance will be directed to the Canadian Doors and the designated screening point.

14. Unless it is essential to conduct official business, staff members who work in United Nations facilities located outside the General Assembly, Conference and Secretariat Buildings are advised to refrain from crossing First Avenue to enter the United Nations premises from 14 to 16 September.

15. In order to enhance security during the period of the High-level Plenary Meeting, the gate at 45th Street and First Avenue and the Delegates' Entrance will be reserved for exiting motorcades only.

16. All persons entering the premises at United Nations Headquarters will be subject to screening.

Access to restricted areas

17. The second floor of both the General Assembly and Conference Buildings, the bilateral meeting cubicles in the visitors' lobby and on the second and third floor balconies of the General Assembly Building, and Conference Rooms 4, 5, 6, 7 and 8 (garden level) are reserved for members of delegations and staff conducting official business in those restricted areas. Access to the General Assembly Hall, round table, and photography areas will be controlled during the period of the High-level Plenary Meeting, and staff members conducting official business in those areas must display a pass that corresponds to each area.

18. The North Lounge and the South Lounge areas on the second floor of the Conference Building will not be available to staff members during the High-level Plenary Meeting.

19. There will be no access for staff members, including those displaying secondary passes, to the gallery seating areas of the General Assembly Hall. Staff members will be able to follow the deliberations of the High-level Plenary Meeting via live and on-demand webcast through the United Nations Webcast website at: http://www.un.org/webcast.

20. Staff members who display a secondary pass will be seated in the balcony of Conference Room 3, where they may follow the discussions of the round-table sessions of the High-level Plenary Meeting.

21. The Trusteeship Council Chamber will be used for the High-level Plenary Meeting group photo. From 3 p.m. on Wednesday, 14 September through the remainder of the High-level Plenary Meeting, the Trusteeship Council Chamber will be available to delegates, aides-de-camp, interpreters, security personnel and others with secondary passes.

Dining room, other catering facilities and commercial operations

22. It is anticipated that a very large number of security, support and other staff accompanying Heads of State and Government will be on the premises using the catering facilities. In that regard, additional catering facilities, open from 7 a.m. until 4 p.m., will be provided on the Visitors' Plaza to complement those listed below. During this period, the hours of operation for some catering facilities normally used by staff will change. The hours of operation of the various catering facilities from 14 to 16 September will be as follows:

Cafeteria (Secretariat Building, first floor)

Wednesday-Friday (14-16 September)	7 a.m.-8.30 p.m.

UNCA Club (Secretariat Building, third floor)

Wednesday-Friday (14-16 September)	8 a.m.-6 p.m.

Staff Cafe (Conference Building, fourth floor)

Wednesday-Friday (14-16 September)	12 noon-3 p.m.

UNDC-1 Cafeteria, third floor

Wednesday-Friday (14-16 September)	8.30 a.m.-6 p.m.

Visitors' Plaza (additional facilities)

Wednesday-Friday (14-16 September)	7 a.m.-4 p.m.

23. Cafe Austria will be closed from 14 through 16 September 2005.

24. The Delegates' Dining Room will be open Wednesday to Friday, 14 to 16 September, from 11.30 a.m. to 2.30 p.m. Priority will be given to reservations from delegations. With regard to the use of the Delegates' Dining Room for special catered functions, only requests from Permanent and Observer Missions will be accepted, and only persons with building passes issued at United Nations Headquarters in New York will be admitted.

25. The present circular should be read in conjunction with information circular ST/IC/2005/48 of 9 September 2005, which provides information on arrangements for admission to the Headquarters premises, and on parking, catering facilities and commercial operations during the sixtieth session of the General Assembly, including the general debate.

Annex

High-level Plenary Meeting (14-16 September 2005)

Strect checkpoints and pedestrian access

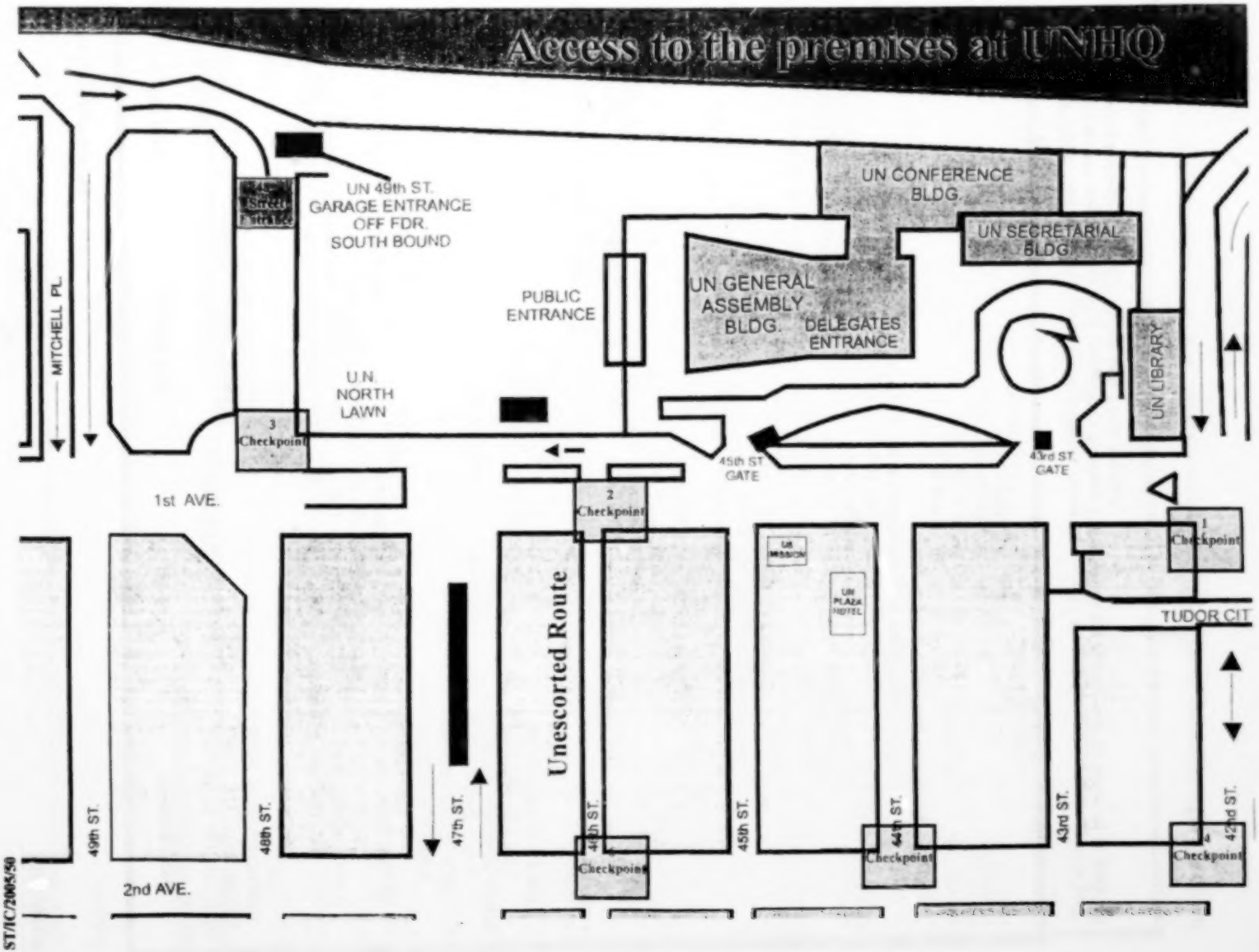
STREET CHECK POINT	ACCESS FOR	ENTRY GATE	BUILDING ENTRANCE	DURATION	RESTRICTIONS
42ND STREET & SECOND AVE	DELEGATES, STAFF & RES. CORRES. W/O EQUIPMENT	42ND STREET GATE	LIBRARY TUNNEL SOUTH LOBBY	0400 – UNTIL CONCLUSION OF MEETINGS ON EACH DAY	MUST HAVE UN ID
42ND STREET WEST OF FIRST AVE	DELEGATES, STAFF & RES. CORRES. W/O EQUIPMENT	42ND STREET GATE	LIBRARY TUNNEL SOUTH LOBBY	0400 – UNTIL CONCLUSION OF MEETINGS ON EACH DAY	MUST HAVE UN ID MAY CLOSE FOR MOTORCADE MOVEMENT
46TH STREET & SECOND AVE	HEADS OF STATE, GOVERNMENT	46TH STREET SOUTH VISITORS' GATE	DELEGATES ENT.	0600 – UNTIL CONCLUSION OF THE MEETINGS ON EACH DAY	MUST HAVE UN ID
	DELEGATES	46TH STREET NORTH and SOUTH VISITORS GATE	**14, 15, 16 SEPT** CANADIAN DOORS		
			15, 16 SEPT CANADIAN DOORS/ DELEGATES' ENTRANCE		MUST HAVE UN ID + 5 + 4
	RESIDENT CORRESPONDENTS, STAFF, AFFILIATES, INTERNS	46TH STREET & FIRST AVE	SCREENING TENT	0600 – UNTIL CONCLUSION OF MEETINGS ON EACH DAY	MUST HAVE UN ID
46TH STREET WEST OF FIRST AVE	HEADS OF STATE, GOVERNMENT & DELEGATIONS	46TH STREET SOUTH VISITORS' GATE	DELEGATES ENT.	0600 – UNTIL CONCLUSION OF MEETINGS ON EACH DAY	MUST HAVE UN ID MAY CLOSE FOR MOTORCADE MOVEMENT
	DELEGATES, STAFF, AFFILIATES, INTERNS & RES. CORRES.	46TH STREET NORTH VISITORS GATE	SCREENING TENT/ CANADIAN DOORS		
48TH STREET SOUTHEAST CORNER OF FIRST AVE CROSS FIRST AVE AT 49TH STREET AND PROCEED SOUTH TO 48TH STREET	DELEGATES	46TH STREET VISITORS GATE	VISITORS ENTRANCE/ CANADIAN DOORS	0600 – UNTIL CONCLUSION OF MEETINGS ON EACH DAY	MUST HAVE A VALID UN ID
	STAFF, AFFILIATES, INTERNS	46TH STREET VISITORS GATE	SCREENING TENT		
	MEDIA & NON RES. CORRES.	48TH STREET ENTRANCE	NORTH GARDEN DOORS	0600 – UNTIL CONCLUSION OF MEETINGS ON EACH DAY	

In order to enter the restricted area everyone must pass through the security screening point.

Vehicular access

ENTRY POINTS	ACCESS FOR	DURATION	RESTRICTIONS
43RD STREET VEHICULAR GATE	HEADS OF STATE HEADS OF GOVERNMENT & HIGH RISK MOTORCADES	24 HOURS	ESCORTED MOTORCADES ONLY. ALL PASSENGERS MUST HAVE VALID UN ID
48TH STREET GARAGE ENTRANCE	ANY VEHICLES WITH VALID UN PARKING PERMIT AND PRE-AUTHORIZED DELIVERY VEHICLES	24 HOURS, EFFECTIVE 0400 MONDAY, 12 SEPTEMBER UNTIL 1800 WEDNESDAY 28 SEPTEMBER	ALL PASSENGER VEHICLES MUST HAVE VALID UN ID. ALL PASSENGERS WILL BE SCREENED. TRUCK DELIVERIES RESTRICTED TO 0400-0600 HOURS DAILY. SPECIAL ARRANGEMENTS WILL BE MADE FOR DELIVERIES AT OTHER HOURS
42ND STREET GARAGE EXIT	EXIT ONLY	OPEN DAILY 0400 UNTIL 2000 HOURS, MONDAY, 12 SEPTEMBER UNTIL WEDNESDAY 28 SEPTEMBER IN ADDITION, THIS EXIT WILL BE OPEN WHENEVER FIRST AVE IS CLOSED TO TRAFFIC	
45TH STREET & FIRST AVE	EXIT ONLY	OPEN DAILY 0400 UNTIL 2000 HOURS, MONDAY, 12 SEPTEMBER UNTIL WEDNESDAY 28 SEPTEMBER IN ADDITION, THIS EXIT MAY BE CLOSED PERIODICALLY WHENEVER FIRST AVE IS CLOSED TO TRAFFIC	

46th Street will be the route for unescorted vehicles. Must have valid United Nations vehicle permit and United Nations ID. Delegations with rental cars bearing United Nations decals will be allowed to pick up and drop off passengers on 46th Street and First Avenue.


Access to the premises at UNHQ
UN 49th ST.
GARAGE ENTRANCE
OFF FDR.
SOUTH BOUND
MITCHELL PL.
PUBLIC
ENTRANCE
UN CONFERENCE
BLDG.
UN SECRETARIAL
BLDG.
UN GENERAL
ASSEMBLY
BLDG.
DELEGATES
ENTRANCE
UN LIBRARY
U.N.
NORTH
LAWN
3
Checkpoint
1st AVE.
45th ST.
GATE
43rd ST.
GATE
2
Checkpoint
1
Checkpoint
TUDOR CIT
Unescorted Route
UN
MISSION
UN
PLAZA
HOTEL
49th ST.
48th ST.
47th ST.
46th ST.
45th ST.
44th ST.
43rd ST.
42nd ST.
4
Checkpoint
4
Checkpoint
2nd AVE.
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